

**Knox Box:**

A rapid entry Knox Box is required for all commercial buildings located within Davidson County. Depending on the size and/or layout of the building or facility, multiple Knox Boxes may be required by the fire code official. In order to accommodate all required materials that will be stored in the Knox Box(es) a standard 3200 series, or the larger 4400 series, can be ordered online at www.knoxbox.com (or through their authorized local trusted partners). Before purchasing a Knox Box for exterior use, ensure that the selected model is rated for exterior use. An annual Knox Box permit is required to ensure that all necessary items for Fire Department access into a building or facility during an emergency, or due to activation of a fire/life safety system, are accurate and in good condition.

Conditions of this permit are as follows:

- Knox Boxes must be installed within 3 feet horizontally of the building's principal entry door or within 3 feet horizontally of another entrance to the building which is acceptable to the fire department.
- Boxes must be installed no lower than 3 feet, but no higher than 5.5 feet, vertically above the level of the door threshold or ground (the preference of the Fire Department is near the 5.5-foot height).
- Knox Boxes must be installed on the side of the building facing the street of address unless the Fire Department has approved another location.
- Refer to the manufacturer's instructions regarding all other proper mounting procedures.
- An inspection may be required.
- At the discretion of the fire code official, Knox Boxes may be required to be relocated and/or additional Knox Boxes may be required to be installed.
- All required items must be present, current, and in working condition within each Knox Box.
- For buildings with multiple tenant spaces, a Knox Box will be required for each individual tenant space.



The following items should be placed in the Knox Box at the time of installation, and verified at each annual inspection:

- Keys, key cards, fobs, etc. that will allow access to the following:
 - Building or facility
 - The fire alarm control panel
 - The sprinkler riser room or fire pump room
 - All building services controls (electric, HVAC, gas, etc.)
 - Any other pertinent locations on or within the premises, as determined by the fire code official
 - Elevator keys (as required by the fire code official)
 - A spare key for the fire alarm system for use with the fire alarm control panel, annunciator panel, or pull station (as required by the fire code official)
- If multiple keys are required to provide access to different areas, key tags must be placed on each key. Tags must have a clear and legible label indicating the area or location to which the key provides access. Key tags must also be weather resistant.
- A copy of the official [NFD Knox Box Contact Card](#) must be completed with accurate information for both the primary and secondary contact sections.
- All completed contact cards must be prepared per the listed instructions, and have some means of protection (plastic cover, laminated, etc.) against damage or deterioration.

Prior to the arrival of the fire code official, the applicant shall verify:

- All required keys, key cards, fobs, etc. allow access to their respective areas and any necessary key tags are legible and accurate.
- All required keys, key cards, fobs, etc. are free of any damage or corrosion that would prevent proper use.
- All required contact information has been typed into the NFD Knox Box Contact Card, and all information is accurate.
- The contact card has been printed, cut out, and is properly protected against damage or deterioration.

It is the responsibility of the building or facility owner/operator to ensure that all materials within the Knox Box are accurate. If doors or locks to designated areas are changed or contact information must be updated after a Knox Box permit has been issued, please send an email to FMORequests@nashville.gov with your name, contact number, Knox Box permit number, and a brief explanation of your



situation. If your request is received more than 6 months from the date your permit was issued, you may be required to fill out a new application.

The permit fee listed for the Knox Box permit is variable and dependent upon the number of Knox Boxes present on site. Please see below:

- 1-4 Knox Boxes = Listed Permit Fee
- 5-8 Knox Boxes = Listed Permit Fee x 2
- 9-12 Knox Boxes = Listed Permit Fee x 3
- 13-16 Knox Boxes = Listed Permit Fee x 4
- 17-20 Knox Boxes = Listed Permit Fee x 5
- 21-24 Knox Boxes = Listed Permit Fee x 6
- 25-28 Knox Boxes = Listed Permit Fee x 7
- 29-32 Knox Boxes = Listed Permit Fee x 8

A maximum of 32 Knox Boxes can be included on a single permit. If 33 or more Knox Boxes are present on site, application must be made for an additional permit to include the remaining Knox Boxes.

During the application process be prepared to indicate how many Knox Boxes are located at your building/facility, the approximate location of each Knox Box, and the serial number associated with each Knox Box. If your building/facility is equipped with a fire alarm or fire suppression system (fire sprinklers, fire pump, etc.), you may be required to upload a detailed site map with a legend indicating the location of all Knox Boxes, as well as the locations of any fire alarm control panels, sprinkler riser rooms, fire pump rooms, etc.